



Department of Finance & Records Monthly Report: October 2016

- Attended weekly staff meetings
- Attended Town Hall update meetings
- Held monthly department staff meeting
- Conducted one on one meetings with staff to review progress towards 2016 goals and objectives
- Attended October 3rd and October 31st Town Council Meetings and prepared Memoranda
- Attended October 11th Special Joint Public Safety/LIT Town Council Meeting in Lebanon and prepared Memoranda
- Completed all bank reconciliations
- Continued steps of implementation of paperless payroll
- Created Ordinance to adopt State Board of Accounts Internal Controls directive
- Met with Crowe Horwath, Deputy Mayor and Chief Deputy Director regarding Internal Controls
- Met with Sue Jones and Jeff Beam regarding implementation of Internal Controls training
- Met with Mark Adam from Crowe Horwath regarding budget and bank reconciliations
- Met with Todd Settle of Zionsville Insurance regarding Worker's Compensation audit
- Participated in conference call with Keystone regarding OpenGov interface options
- Attended AT&T press conference at Creekside
- Submitted 2017 budget to DLGF via Gateway
- Accounts Payable/Payroll
 - Met with Michele Peebles regarding ADP issues
 - Met with Michele Peebles, Jeff Beam and Tiffany Howard for Payroll Solutions brainstorming session
 - Worked with ADP on Payroll Solutions
 - Implemented procedure to update all Vendor W-9s as required by law
 - Processed 391 claims for all departments for October payment
- Wastewater
 - Processed payments and billing for 5059 customers
 - Processed 72 transfers of accounts. 13 new construction accounts opened
 - 16 new ACH accounts opened

- Continued audits of accounts.
 - Set up missing accounts resulting from Sewer Permit audit dating back to 2002
- Public Assistance
 - Processed a total of 4 new Public Assistance requests serving 3 households.
- Town Court
 - Processed 41 cases